

Class Code 4919/Exempt  
Position Title Program Manager  
Working Area Concurrency/Impact Fees  
Effective Date December 5, 2002



## **JOB DESCRIPTION**

### **Scope**

Professional, administrative and supervisory work managing the Concurrency/Impact Fee Program.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Supervise and coordinate the effort of assigned staff to ensure timely completion of assigned tasks and projects. Develop, recommend and implement operating policies, procedures and programs designed to produce an efficient and effective Concurrency/Impact Fee Program. Maintain a library of information which assists in the on-going development and management of said programs. Perform on-going analysis of service delivery measurements and monitor legislative changes impacting the Concurrency/Impact Fee program. Initiate and recommend changes to the Land Development Code, County Code and city interlocal agreements relative to Concurrency and impact fees. Monitor the collection and expenditure of impact fees to ensure compliance with all applicable state statutes, ordinances and adopted policies. Conduct rational nexus research and prepare documentation relative to the findings. Establish, coordinate and review interaction with other County Departments and municipalities concerning the collection of impact fees to ensure efforts are directed toward overall objectives. Obtain information and prepare documents necessary for filing liens, Notices of Non-payment or Release of Notices. Conduct and/or coordinate preliminary investigation of disputed impact fee assessments and appeals. Prepare package and recommendation for appeals to the hearing board as necessary. Responsible for written and oral presentations and reports to the Board of County Commissioners and other boards and committees as directed. Initiate and effectively recommend to Department's Financial Manager the hiring, performance evaluation, termination, disciplinary and/or commendatory actions of assigned personnel.

### **Minimum Qualifications**

#### **Knowledge and Skills**

Experience with county/municipal government, building plans, building permits and H.T.E. GUI system. Local government administration and fee assessment programs, development review services and processes, management, budgeting, accounting, and financial administration including applicable local, state and federal regulations. Research techniques as applied to property development history, budgetary and management research, and systems and operations analysis techniques.

#### **Education**

Master's Degree in Public or Business Administration, Finance, Accounting or a closely related field and two (2) years experience in the field of budgeting, management, and/or administration, one (1) year of which must have been in a public agency or Bachelor's Degree in Public or Business Administration, Finance, Accounting, or a closely related field and four (4) years experience in the field of budgeting, management, and/or administration, three (3) years of which must have been in a public agency, or equivalent combination of education and experience.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is primarily a general office setting, with some fieldwork as necessary. The incumbent performs most duties sitting at a desk, table, or workstation. Incumbents in this position are exposed to radiant and electrical energy found in the office environment.